

Supplier - Retail Special Order Portal Quick Reference Guide

Introduction



The Retail Special Order Portal (RSOP) is a new application for the management of Special Orders (SOs) submitted by retail customers via FWGS.com. Suppliers will use the RSOP to manage orders, shipments and invoices.

RSOP dashboards will display new orders and provide visibility to them. Once a supplier reviews a new Purchase Order (PO), they will fulfill each retail SO by completing the following steps in RSOP, in order:

1. Enter a promise date
2. Acknowledge the PO
3. Create a shipping label
4. Generate an Advance Shipment Notice (ASN) and ship the goods
5. Generate an invoice
6. Cancel a PO that cannot be fulfilled

Navigation of the RSOP to fulfill and cancel orders is covered in this guide.

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Course Glossary

Acronym	Meaning
ASN	Advance Shipment Notice
PLCB	Pennsylvania Liquor Control Board
PO	Purchase Order
RSOP	Retail Special Order Portal
SO	Special Order

Retail Special Order Portal Dashboard Navigation

The Retail Special Order Portal (RSOP) dashboard provides an overview of Special Order (SO) statuses and the ability to drill down into priorities that need to be addressed. There are seven dashboards.

Primary dashboards for suppliers:

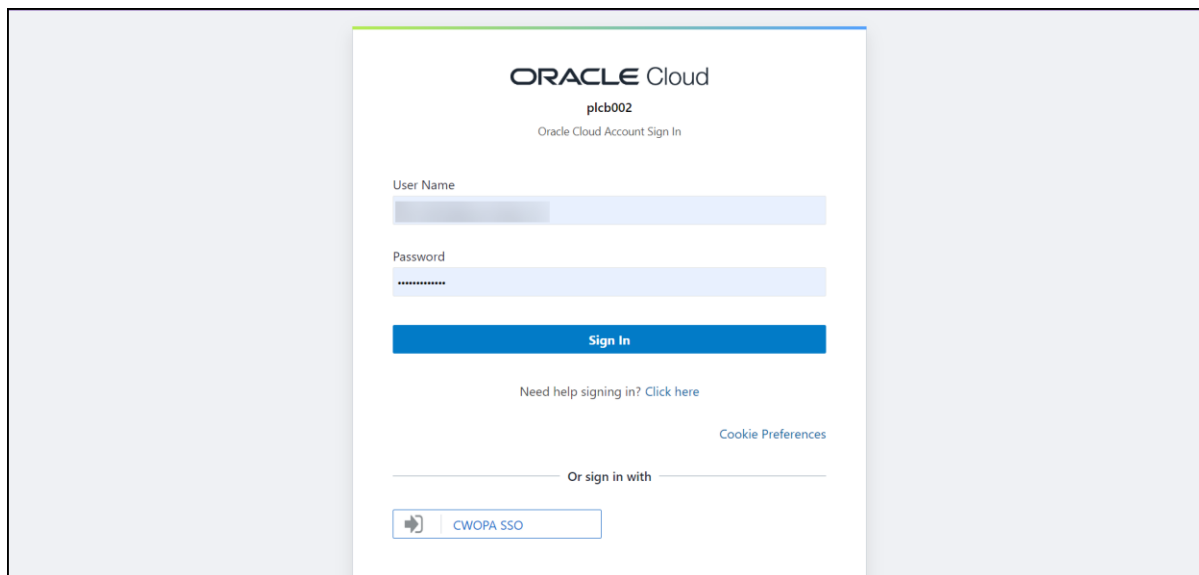
- Purchase Orders (POs) not acknowledged after seven days
- POs with no advance shipment notice (ASN) (Suppliers will also receive an email 10 days before promise date for orders that have not shipped.)
- POs with no invoice

Other dashboards:

- POs not acknowledged
- POs with no ASN after 30 days, warranting Pennsylvania Liquor Control Board (PLCB) cancellation (for use by the PLCB SO Team)
- SOs not picked up within 15 days of delivery and warranting PLCB cancellation (for use by the PLCB SO Team)

Link to eLearning video: [Supplier - Retail Special Order Portal](#)

1. Log in to the RSOP.



ORACLE Cloud

plcb002

Oracle Cloud Account Sign In

User Name


Password

Sign In

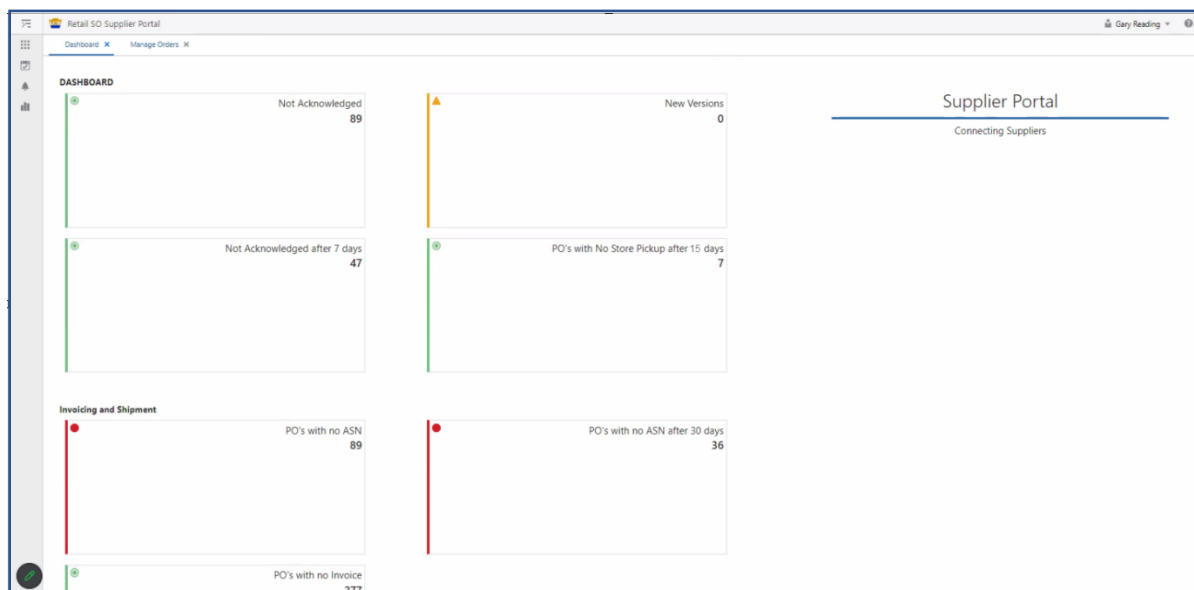
Need help signing in? [Click here](#)

[Cookie Preferences](#)

Or sign in with

 CWOPA SSO

2. Homepage Dashboard displays.



Note: The supplier will first see dashboard tiles, featuring SO counts by category. By clicking on a tile, RSOP will open a new tab and display further details for that category. The dashboard provides a quick and efficient view on priorities to be addressed, such as the acknowledgement of POs, creation of ASNs and invoice tracking.

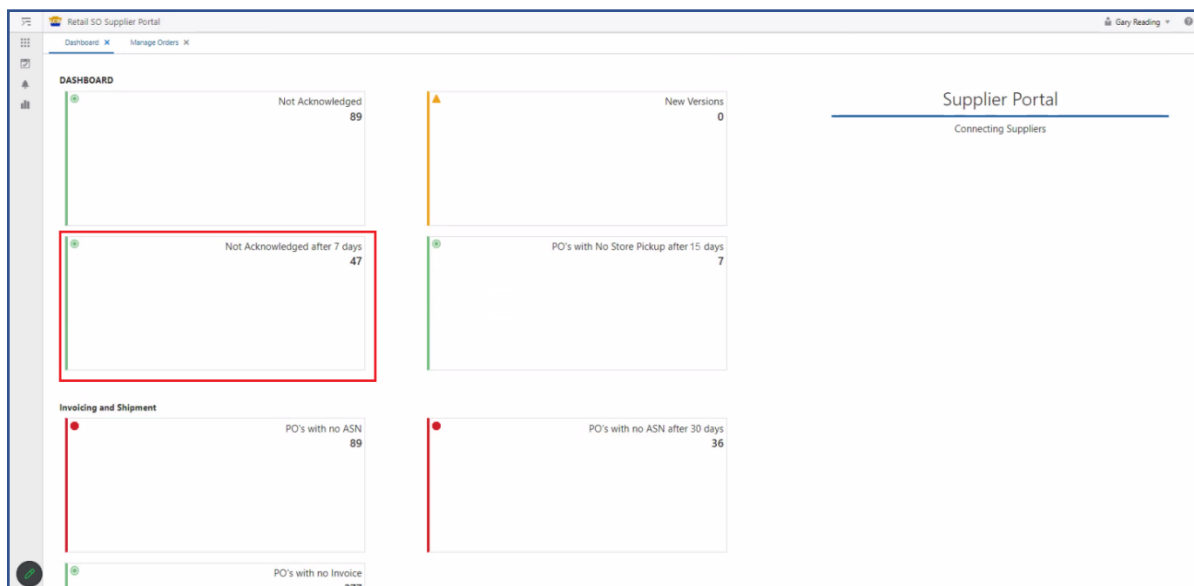
3. The dashboard tiles and their associated detail page descriptions are below.

Tile	Description
Not Acknowledged	Displays POs that are available and have not been acknowledged by the supplier.
*Not Acknowledged after 7 days	Displays POs not acknowledged that aged for seven days or longer.
New Versions	Disregard, not used by PLCB.
*POs with no ASN	Displays POs that have no ASN.
*POs with no Invoice	Displays POs that not yet invoiced.
POs with no Store Pickup after 15 days	Displays orders yet to be picked up at stores after 15 days.
POs with no ASN after 30 days	Displays POs for which ASNs have not been created after 30 days.

Note: Dashboards marked with an asterisk are the primary tiles and pages to be used by suppliers.

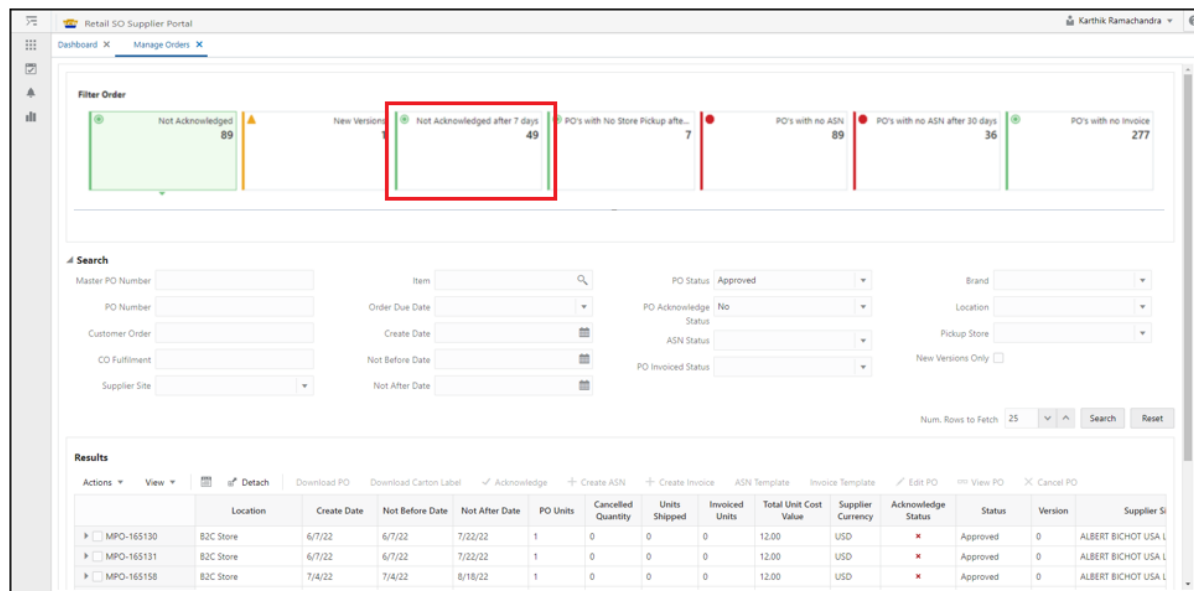
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4. Click any of the dashboard tiles.



Note: This will open a new “Manage Orders” tab.

5. Review the list of related POs on the Manage Orders Tab.



Note: The tile selected is highlighted above, and details are displayed in the lower Results section.

Field	Description
Location	All retail SO POs are written against the virtual e-commerce store 4650.
Not Before Date	The PO Create Date; used to ensure inventory is not delivered before the defined date.
Not After Date	Defaults to PO Create Date + 30 days; used to ensure inventory is not delivered after the defined date.
Pickup Date	Disregard, not used by PLCB.
PO Units	Number of units ordered.
Canceled Quantity	Number of units canceled, shown after a supplier cancels a PO. Note all SO orders must be fulfilled/shipped in full or canceled in full.
Shipped Units	Number of units shipped. Note all SO orders must be fulfilled/shipped in full or canceled.
Invoiced Units	Number of units invoiced. Note all SO orders must be fulfilled/invoiced in full or canceled.
Total Unit Cost Value	PO Quantity X Item Unit Cost (supplier cost).
Supplier Currency	US Dollars
Acknowledge Status	Green circle with checkmark indicates the supplier has acknowledged the order. An unacknowledged order will show a red X.
Status	<p>Three statuses exist:</p> <ul style="list-style-type: none"> • “Approved” for all active POs. POs remain in “Approved” status until the order is shipped. • “Closed” for POs that have been shipped. • “Canceled” for POs that have been canceled by the supplier or SO team.
Versions	Disregard, not used by PLCB.
Supplier Site	Provides information about the supplier’s site name.

Search Functionality

1. The Manage Orders Tab also includes a search section with the following fields.

Field Name	Description
Master PO Number	Used to filter the search by PO number. Master PO and PO Number are the same.
PO Number	Used to filter the search by PO number. Master PO and PO Number are the same.
Customer Order	Disregard, not used by PLCB.
CO Fulfillment	Disregard, not used by PLCB.
Supplier Site	Used to filter the search by supplier site.
Item	Used to filter the search by item ordered. Clicking on the magnifying glass icon presents a new screen enabling item search by nine-digit item number and Item Description.
Order Due Date	Used to filter the search by promise date within the following timeframes: <ul style="list-style-type: none"> • Next Day • This Week • Next Week • Two Weeks • This Month
Pickup Date	Disregard, not used by PLCB.
Not Before Date	Used to filter the search by Not Before Date (PO Create Date).
Not After Date	Used to filter the search by Not After Date (PO Create Date + 30 days).
PO Status	Used to filter the search by PO Status: Approved, Canceled or Closed.
PO Acknowledge Status	Used to filter the search by PO acknowledged status: Yes or No.
ASN Status	Used to filter the search by ASN status: Fully ASN'd or Not ASN'd.
PO Invoice Status	Used to filter the search by invoice status: Fully invoiced or Not invoiced.
Brand	Disregard, not used by PLCB.
Location	Disregard, all SO POs are written against virtual ecommerce store, 4650.

Pickup Store	Used to filter the search by pickup store for store-delivered orders. Pickup store drop-down will be populated only with stores that have SO customer pickup orders.
New Versions Only	Disregard, not used by PLCB.

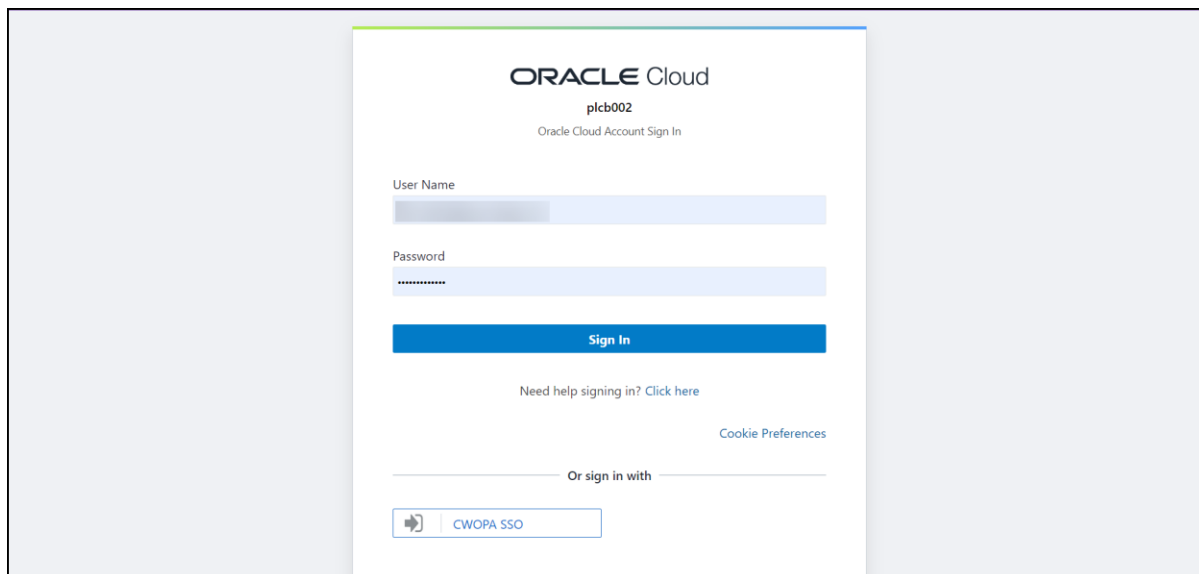
- After selecting search criteria, click **Search** button to return POs that match the criteria entered, or **Reset** to remove the entered filters. The Number of Rows to fetch can be increased or decreased using the up/down arrows to limit the number of result rows displayed.

The screenshot displays the 'Retail SO Supplier Portal' interface. At the top, there are tabs for 'Dashboard' and 'Manage Orders'. Below the tabs is a 'Filter Order' section with several filter cards: 'Not Acknowledged' (214), 'New Versions' (0), 'Not Acknowledged after 7 days' (199), 'PO's with no ASN' (232), and 'PO's with no ASN after 15 days' (150). Below the filters is a 'Search' section with various input fields: Master PO Number, PO Number, Customer Order, CO Fulfillment, Supplier Site, Item, Order Due Date, Create Date, Not Before Date, Not After Date, PO Status (set to 'Approved'), PO Acknowledged Status (set to 'No'), ASN Status, PO Invoiced Status, Brand, Location, and Pickup Store. There is also a 'New Revisions' checkbox. At the bottom right of the search section, there is a 'Num. Rows to Fetch' dropdown set to '25', and 'Search' and 'Reset' buttons. Below the search section is a 'Results' section with a table of results. The table has columns: Location, Create Date, Not Before Date, Not After Date, PO Units, Cancelled Quantity, Units Shipped, Invoiced Units, Total Unit Cost Value, Supplier Currency, Acknowledge Status, and Status. The first row shows a location of 'FULFILLMENT CENTER', a create date of '3/17/23', and a status of 'Approved'.

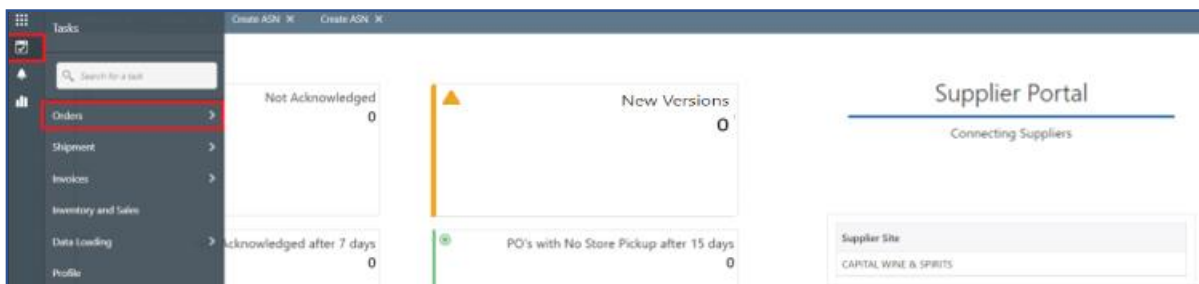
Review a New PO

The supplier will receive an email for each SO PO created. The PO number can be entered directly into the Manage Orders window to review the order.

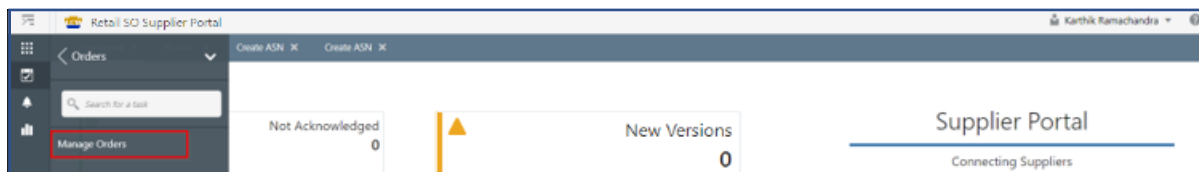
1. Log in to the RSOP.



2. Click **Tasks**, then select **Orders**.



3. Click **Manage Orders**, and the Manage Orders Tab will display.



4. Enter the [PO Number] in the **PO Number** and click **Search**.

The screenshot shows the 'Retail SO Supplier Portal' interface. At the top, there's a navigation bar with 'Dashboard' and 'Manage Orders'. Below this is a 'Filter Order' section with various status filters and counts. The 'Search' section is prominent, featuring a 'PO Number' field with '63636' entered. Other search criteria include 'Item', 'Order Due Date', 'Customer Order', 'CO Fulfillment', 'Supplier Site', 'PO Status', 'PO Acknowledge Status', 'ASN Status', 'PO Invoiced Status', 'Brand', 'Location', and 'Pickup Store'. A 'Search' button is highlighted with a red box. Below the search section is a 'Results' section with a table of search results. The table has columns for Location, Create Date, Not Before Date, Not After Date, PO Units, Cancelled Quantity, Units Shipped, Invoiced Units, Total Unit Cost Value, Supplier Currency, Acknowledge Status, Status, Version, and Supplier Site. The first row of results is highlighted with a red box.

Location	Create Date	Not Before Date	Not After Date	PO Units	Cancelled Quantity	Units Shipped	Invoiced Units	Total Unit Cost Value	Supplier Currency	Acknowledge Status	Status	Version	Supplier Site
FULFILLMENT CENTER 4650	1/26/23	1/26/23	2/25/23	1	0	0	0	30.47	USD	Approved	Approved	0	SOUTHERN GLAZERS

5. Click the Checkbox for the PO in Results.

The screenshot shows the 'Retail SO Supplier Portal' interface with the search results. The 'PO Number' field now contains '63636'. The 'Search' button is still highlighted. The 'Results' section shows a table with search results. The first row of results is highlighted with a red box, and the checkbox in the 'Actions' column is checked.

Location	Create Date	Not Before Date	Not After Date	PO Units	Cancelled Quantity	Units Shipped	Invoiced Units	Total Unit Cost Value	Supplier Currency	Acknowledge Status	Status	Version	Supplier Site
FULFILLMENT CENTER 4650	1/26/23	1/26/23	2/25/23	1	0	0	0	30.47	USD	Approved	Approved	0	SOUTHERN GLAZERS

Action Menu/Icons	Description
Action	The user can use this button to select other actions available. Options available in the Action dropdown are the same as the menu options displayed across the top of the Results table.
View	Allows users to detach (display) results in a separate window to display additional records
Export to Spreadsheet	Export the table to a spreadsheet.
Detach	Displays results in a new window.
Download PO	Disregard, not used by PLCB.
Download Carton Label	Download shipping label for the selected order. Labels are available after the supplier acknowledges the PO. This option will download a zip file with a PDF.
Acknowledge	Acknowledge the selected PO. This option is only available after the supplier has entered a promise date from the Edit PO screen.
Create ASN	Opens the function to create an ASN for the selected PO. The option to create an ASN is only available for acknowledged POs.
Create Invoice	Opens the function to create an invoice for the order. The option to create an Invoice is available for shipped POs in approved or closed status.
ASN Template	Disregard, not used by PLCB.
Invoice Template	Disregard, not used by PLCB.
Edit PO	Opens the Order Details screen for the selected PO displaying details including non-merchandise expenses and allowing the user to enter a promise date and comments (optional). The option to edit a PO is available for approved POs.
View PO	Opens the Order Details screen in read-only mode for the selected PO displaying details including non-merchandise expenses, promise date and comments.
Cancel PO	Cancel a single or multiple POs. The option to cancel PO is available for approved POs that have not been shipped.

6. Click **Edit PO** button.

The screenshot shows the 'Retail SO Supplier Portal' interface. The 'Filter Order' section displays various filters with counts: Not Acknowledged (37), New Versions (0), Not Acknowledged after 7 days (21), PO's with No Store Pickup after... (1), PO's with no ASN (37), and PO's with no ASN after 30 days (14). The 'Search' section includes fields for Master PO Number, PO Number (63636), Customer Order, CO Fulfillment, Supplier Site, Item, Order Due Date, Create Date, Not Before Date, Not After Date, PO Status, PO Acknowledge Status, ASN Status, PO Invoiced Status, Brand, Location, Pickup Store, and New Versions Only. The 'Results' section shows a table with columns: Actions, View, Location, Create Date, Not Before Date, Not After Date, PO Units, Cancelled Quantity, Units Shipped, Invoiced Units, Total Unit Cost Value, Supplier Currency, Acknowledge Status, Status, Version, and Supplier Site. The 'Edit PO' button is highlighted in the 'Actions' column for the first row.

The Edit Order Tab appears.

7. Review the available information in the Order Date Changes Section.

The screenshot shows the 'Retail SO Supplier Portal' interface with the 'Edit Order: 63636' tab selected. The 'Order Date Changes' section is highlighted with a red box. It contains fields for Order Number (63636), Terms (Net 60), Customer Order ID (2149-001), Fulfillment ID (24883), Cancelled Reason, Create Date (01/26/23), Not Before Date (01/26/23), Not After Date (02/25/23), Pickup Store (FINE WINE & GOOD SPIRITS 2102), and Promise Date. The 'Pickup Store Address' is also displayed. Below the 'Order Date Changes' section is the 'Cost and Quantity Changes' section, which includes a table with columns: Item, VPN, Barcode, Item Description, Location Type, Location, Qty Level, Ordered Quantity, Order Cost, and Cancelled Quantity. The 'Non Merchandise Expenses' section is also visible at the bottom.

Field	Description
Order Number	PLCB PO number.
Terms	Displays payment terms.
Customer Order ID	Disregard, not used by PLCB.
Fulfilment ID	Disregard, for PLCB use.
Not Before Date	PO create date.
Not After Date	PO Create date + 30 days.
Pickup Date	Disregard, not used by PLCB.
Pickup Store	Displays the customer requested pickup store. This field will be blank for direct delivery orders.
Promise Date*	Required. Displays and allows editing of the Promise Date, which is the estimated date the order will be delivered. Promise date is restricted between current date and Not After Date.
Comments	Displays and allows editing of the PO comments.

Note: An asterisk denotes a required entry. Only the Promise Date and Comments can be edited for SO Orders, all other fields are read-only.

8. Review the order information in the Cost and Quantity Changes Section.

The screenshot shows the 'Retail SO Supplier Portal' interface. The 'Order Date Changes' section includes fields for Order Number (63636), Terms (Net 60), Customer Order ID (2149-001), Fulfilment ID (24883), Canceled Reason, Create Date (01/26/23), Not Before Date (01/26/23), Not After Date (02/25/23), Pickup Store (FINE WINE & GOOD SPIRITS 2102), and Promise Date (marked with an asterisk). The 'Cost and Quantity Changes' section is highlighted with a red box and contains a table with columns: Item, VPN, Barcode, Item Description, Location Type, Location, Qty Level, Ordered Quantity, Order Cost, and Cancelled Quantity. The table shows one item: 000643813, Antonin Guyon Savigny Les Beaune Les Goudeli, Store, FULFILLMENT CENT, Eaches, 1, 30.47, 0. The 'Non Merchandise Expenses' section is also visible at the bottom.

Note: All fields are read-only.

Field	Description
Item	Displays the nine-digit item ID.
VPN	Disregard, not used by PLCB.
Barcode	Disregard, not used by PLCB.
Item Description	Displays the item name/description.
Location type	This will always be "store."
Location	The location will always be PLCB e-commerce store 4650.
Qty Level	PLCB SOs will always use "eaches."
Ordered Quantity	Displays number of units ordered.
Order Cost	Displays supplier item cost per unit. Does not include SO Freight.
Canceled Quantity	Displays the item canceled quantity associated to the PO after a supplier cancels an order.

9. Review information displayed in the Non-Merchandise Expense Section.

The screenshot shows the 'Retail SO Supplier Portal' interface. The 'Non-Merchandise Expenses' section is highlighted with a red box. It contains a table with the following data:

Non Merch Code	Non Merch Description	Non Merch Amount
F	Freight Charge	3.00

Note: The RSOP displays non-merchandise expenses to be paid by a retail customer, including SO Freight and any supplier-imposed delivery fees for direct delivered retail SOs. These are not part of the PO but will be included automatically on the supplier's invoice.

Field	Description
Non-Merch Code	Displays the non-merchandise expense code for SO Freight (F) and supplier-imposed direct delivery fee (D).
Non-Merch Description	Displays the non-merchandise expense description of the PO.
Non-Merch Amount	Displays the total order-level non-merchandise amount for SO Freight (F) and supplier-imposed direct delivery fee (D).

10. After reviewing the PO, determine if you are able to ship this SO, if not go to [Cancel PO](#). If you want to fulfill this PO, you will need to enter a Promise Date.

Enter a Promise Date

1. Scroll back up to the Order Date Changes section of the Edit Order Tab.
2. Enter [Promise Date], which is the estimated date the order will be delivered, and [Comments] (optional).

Order Date Changes

Order Number: 63636
 Terms: Net 60
 Customer Order ID: 2149-001
 Fulfillment ID: 24883
 Canceled Reason:

Create Date: 01/26/23
 Not Before Date: 01/26/23
 Not After Date: 02/25/23
 Pickup Store: FINE WINE & GOOD SPIRITS 2102
 Pickup Store Address: FINE WINE & GOOD SPIRITS 2102
 WEST SHORE PLZ, 1000 MARKET ST
 LEMOYNE PA 17043-1417
 US

* Promise Date: 02/02/23

Comments:

Cost and Quantity Changes

View ▾ | Detach

Item	VPN	Barcode	Item Description	Location Type	Location	Qty Level	Ordered Quantity	Order Cost	Cancelled Quantity
000643813			Antonin Guyon Savigny Les Beaune Les Goudel- Store	Store	FULFILLMENT CENT, Eaches	1	30.47	0	

Non Merchandise Expenses

View ▾ | Detach

Non Merchandise Expense: Non Merchandise Expense: Non Merchandise Expense

Note: An asterisk denotes a required entry. The Promise Date must be between the Not Before Date and the Not After Date. Cancel the order if it cannot be fulfilled within this 30-day window.

3. Click **Submit**.

The screenshot shows the 'Retail SO Supplier Portal' interface. The top navigation bar includes 'Dashboard X', 'Manage Orders X', and 'Edit Order: 63636 X'. The user 'Tara Fratello' is logged in. The main content area is divided into three sections: 'Order Date Changes', 'Cost and Quantity Changes', and 'Non Merchandise Expenses'. The 'Order Date Changes' section contains the following fields:

Order Number 63636	Create Date 01/26/23	Pickup Store Address FINE WINE & GOOD SPIRITS 2102 WEST SHORE PLZ 1200 MARKET ST LEMOYNE PA 17043-1417 US
Terms Net 60	Not Before Date 01/26/23	Comments
Customer Order ID 2149-001	Not After Date 02/25/23	
Fulfillment ID 24883	Pickup Store FINE WINE & GOOD SPIRITS 2102	
Cancelled Reason	* Promise Date 02/02/23	

At the bottom right of the form, there is a red-bordered button labeled 'Submit'.

Note: The Edit PO functionality can also be used to revise or update a promise date for any order that has not yet had an ASN created for it.

Acknowledge an Order

1. The user must refresh the filter before they can acknowledge the order. Select the same order you updated the Promise date for in Manage Orders. Enter [PO number] in the PO Number field, then click **Search**.

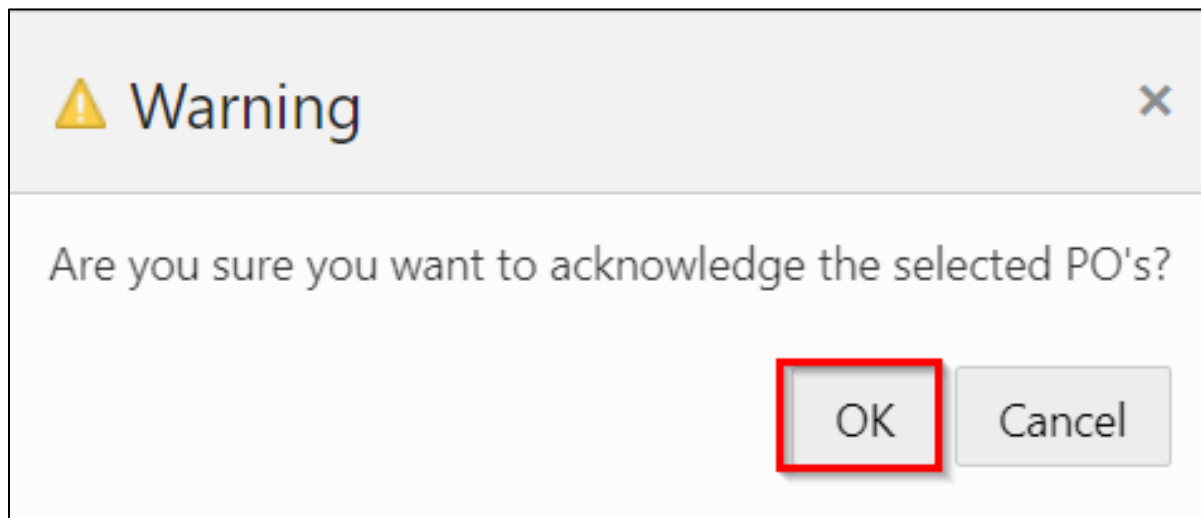
The screenshot shows the 'Retail SO Supplier Portal' interface. The 'Filter Order' section displays various status counts: Not Acknowledged (37), New Versions (0), Not Acknowledged after 7 days (21), PO's with No Store Pickup after... (1), PO's with no ASN (37), and PO's with no ASN after 30 days (14). The 'Search' section contains several input fields. The 'PO Number' field is highlighted with a red box and contains the value '63636'. Other fields include Master PO Number, Item, Order Due Date, PO Status, Brand, Customer Order, Create Date, PO Acknowledge Status, Location, CO Fulfillment, Not Before Date, ASN Status, Pickup Store, Supplier Site, Not After Date, PO Invoiced Status, and New Versions Only. A 'Search' button is highlighted with a red box at the bottom right of the search section.

2. Click the checkbox for the PO, then click **Acknowledge** from the Menu Section.

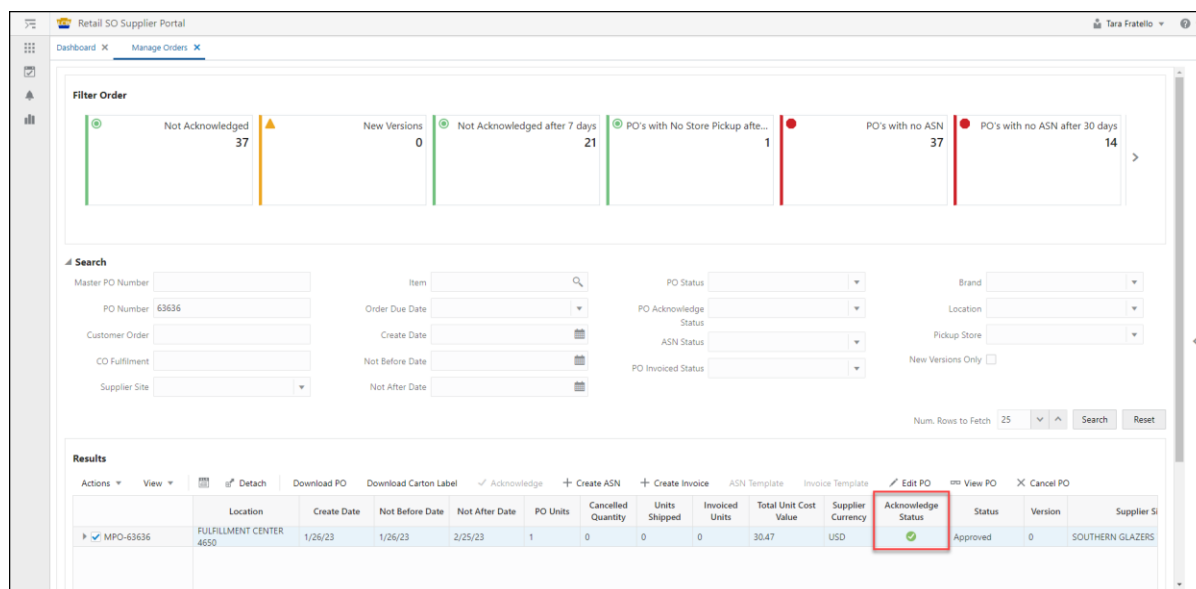
The screenshot shows the 'Results' section of the portal. It contains a table with columns: Location, Create Date, Not Before Date, Not After Date, PO Units, Cancelled Quantity, Units Shipped, Invoiced Units, Total Unit Cost Value, Supplier Currency, Acknowledge Status, Status, Version, and Supplier Si. The first row of data is highlighted with a red box and contains the following information: Location: FULFILLMENT CENTER 4650, Create Date: 1/26/23, Not Before Date: 1/26/23, Not After Date: 2/25/23, PO Units: 1, Cancelled Quantity: 0, Units Shipped: 0, Invoiced Units: 0, Total Unit Cost Value: 30.47, Supplier Currency: USD, Acknowledge Status: (red X), Status: Approved, Version: 0, Supplier Si: SOUTHERN GLAZERS. Above the table, the 'Acknowledge' button in the 'Actions' column is highlighted with a red box.

A small pop-up window will appear.

3. Click **OK**.



4. The acknowledge status will be changed on the order to a green check mark.



Create Carton Label

When you are ready to ship the product, you will need to create a carton label. The carton label will show the final delivery address for the order– PLCB store (address is also visible on Edit PO Tab) or customer direct delivery address (address only visible on Carton label).

1. From the Manage Orders Tab, click **Download Carton Label**.

The screenshot shows the 'Retail SO Supplier Portal' interface. At the top, there's a 'Filter Order' section with various status filters like 'Not Acknowledged', 'New Versions', etc. Below that is a 'Search' section with fields for Master PO Number, PO Number, Customer Order, CO Fulfillment, Supplier Site, Item, Order Due Date, Create Date, Not Before Date, Not After Date, PO Status, PO Acknowledge Status, ASN Status, PO Invoiced Status, Brand, Location, and Pickup Store. The 'Results' section shows a table with columns: Actions, View, Location, Create Date, Not Before Date, Not After Date, PO Units, Cancelled Quantity, Units Shipped, Invoiced Units, Total Unit Cost Value, Supplier Currency, Acknowledge Status, Status, Version, and Supplier Site. The first row is for PO MPO-74033, located at FULFILLMENT CENTER 4650. In the 'Actions' column, the 'Download Carton Label' button is highlighted with a red box.

2. Click **Open file** on the download pop up.

This screenshot shows the same portal interface as the previous one, but with a download pop-up in the top right corner. The pop-up displays a file icon, the filename 'CartonLabelDownload (59).zip', and two buttons: 'Open file' (highlighted with a red box) and 'See more'. The background interface remains the same, showing the filter, search, and results sections.

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3. Click the PDF to open.

<input type="checkbox"/>	Name	Type	Compressed size	Password p...	Size	Ratio	Date modified
<input checked="" type="checkbox"/>	MPO-74033.pdf	Adobe Acrobat Document	14 KB	No	15 KB	7%	4/25/2023 10:42 PM

4. Click Print to print the carton label.

Ship to store label example:

FINE WINE & GOOD SPIRITS

Special Order Carton Label

Ship From Details:
SUPPLIER # 1001500
BARSOTTI WINES

Ship To Address:
ANDREW SMITH
FINE WINE & GOOD SPIRITS 0266
521 BEAVER ST
SEWICKLEY, PA 15143-1701

PO Number: 74033
Customer Order Number: 2571-002
Request ID: 27142
Ordered Date: 2023-03-27

Customer Number: 000000400
Customer Name: ANDREW SMITH

BOX ___ of ___

Supplier Contact: (___) - ___

Ship to customer label example:

FINE WINE & GOOD SPIRITS

Special Order Carton Label

Ship From Details:
SUPPLIER # 1002423
CAPITAL WINE & SPIRITS

Ship To Address:
GARY READING
101 WAR COLLEGE DR
CARLSLE, PA 17013

PO Number: 73568
Customer Order Number: 2521-001
Request ID: 26943
Ordered Date: 2023-03-16

Customer Number: 000000331
Customer Name: GARY BILLING

BOX ___ of ___

Supplier Contact: (___) - ___

Create an ASN

1. From the Manage Orders Tab, search for your order by entering the [PO Number] in the **PO Number** field. Click **Search**.

Filter Order

- Not Acknowledged 37
- New Versions 0
- Not Acknowledged after 7 days 21
- PO's with No Store Pickup after... 1
- PO's with no ASN 37
- PO's with no ASN after 30 days 14

Search

Master PO Number: PO Number 63636

Item: [Search]

Order Due Date: [Dropdown]

Customer Order: [Text]

Create Date: [Calendar]

CO Fulfillment: [Dropdown]

Not Before Date: [Calendar]

Not After Date: [Calendar]

PO Status: [Dropdown]

PO Acknowledge Status: [Dropdown]

ASN Status: [Dropdown]

PO Invoiced Status: [Dropdown]

Brand: [Dropdown]

Location: [Dropdown]

Pickup Store: [Dropdown]

New Versions Only: [Checkbox]

Num. Rows to Fetch: 25 [Dropdown] [Search] [Reset]

2. In order to create an ASN, the order must have a green check mark in the “Acknowledge Status” column. Click **Create ASN**.

Filter Order

- Not Acknowledged 37
- New Versions 0
- Not Acknowledged after 7 days 21
- PO's with No Store Pickup after... 1
- PO's with no ASN 37
- PO's with no ASN after 30 days 14

Search

Master PO Number: PO Number 63636

Item: [Search]

Order Due Date: [Dropdown]

Customer Order: [Text]

Create Date: [Calendar]

CO Fulfillment: [Dropdown]

Not Before Date: [Calendar]

Not After Date: [Calendar]

PO Status: [Dropdown]

PO Acknowledge Status: [Dropdown]

ASN Status: [Dropdown]

PO Invoiced Status: [Dropdown]

Brand: [Dropdown]

Location: [Dropdown]

Pickup Store: [Dropdown]

New Versions Only: [Checkbox]

Num. Rows to Fetch: 25 [Dropdown] [Search] [Reset]

Results

Actions	View	Detach	Download PO	Download Carton Label	Acknowledge	+ Create ASN	Create Invoice	ASN Template	Invoice Template	Edit PO	View PO	Cancel PO	
Location	Create Date	Not Before Date	Not After Date	PO Units	Cancelled Quantity	Units Shipped	Involved Units	Total Unit Cost Value	Supplier Currency	Acknowledge Status	Status	Version	Supplier Si
MPD-63636	FULFILLMENT CENTER 4650	1/26/23	1/26/23	2/25/23	1	0	0	30.47	USD	✓	Approved	0	SOUTHERN GLAZERS

A new Create ASN Tab will appear.

- The ASN will be auto-populated based on the PO. The ASN should be created on the day you are shipping the order.

Field Name	Description
ASN	Displays the auto-generated number for the ASN.
Pickup Date	Disregard, not used by PLCB.
Container Level	Disregard, not used by PLCB.
Carrier	Optional, if supplier wants to add to the ASN.
Shipment Date*	Defaults to current date.
Estimated Arrival Date*	Defaults to the current date. Optionally enter the date you expect the order to arrive at its delivery destination.
Supplier Site	Name of the supplier site for the order, defaults from the PO.
Location	All SO POs are written against virtual ecommerce store 4650.

Note: An asterisk denotes a required entry. ASNs may only include one PO and must be shipped in full.

4. Click **Create ASN**.

Retail SO Supplier Portal Karthik Ramachandra

Dashboard X Manage Orders X **Create ASN X** Create ASN X

PO

Actions View + X Detach

PO Number	Location	Pickup Date	Not Before Date	Not After Date	PO Units
46692	FULLFILLMENT CENTER 4650		3/16/22	3/31/22	1

Containers

Actions View + X Detach

Container ID	Final Location	Container Units	Weight	Length	Width	Height	Container Cube	Expedite Flag	In Store Date	Carrier Shipment Number	Tracking Number
PLCB000123	FULLFILLMENT CENTER 4650	0	20	30	50	75			4/28/22	UPS001234	TRK000123456

Items

Actions View + X Detach Cancel Default Balance

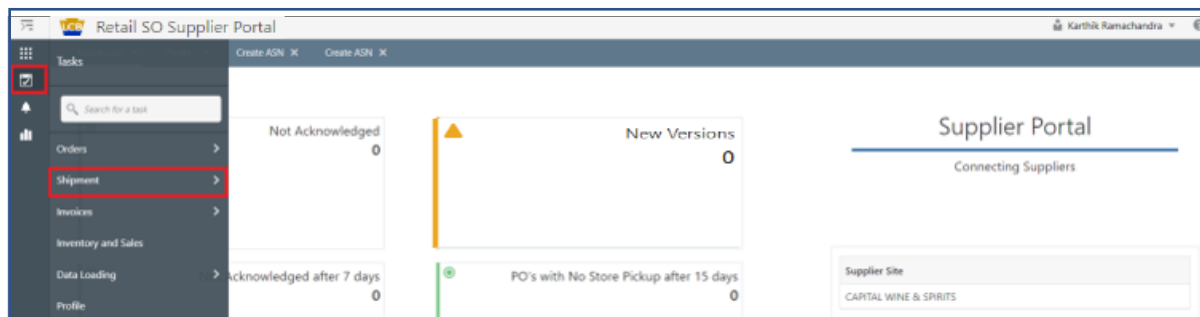
PO Number	Item Parent	Item	Supplier Reference	Reference Item	Item Description	Diff 1	Diff 2	Qty Level	PO Units
46692		000602134			Via Castello Montecucco Rosso Montalcino DOC Tuscany 2016			Eaches	1

Create ASN

Searching for an ASN

The Search Shipment screen provides the ability to search and review ASNs.

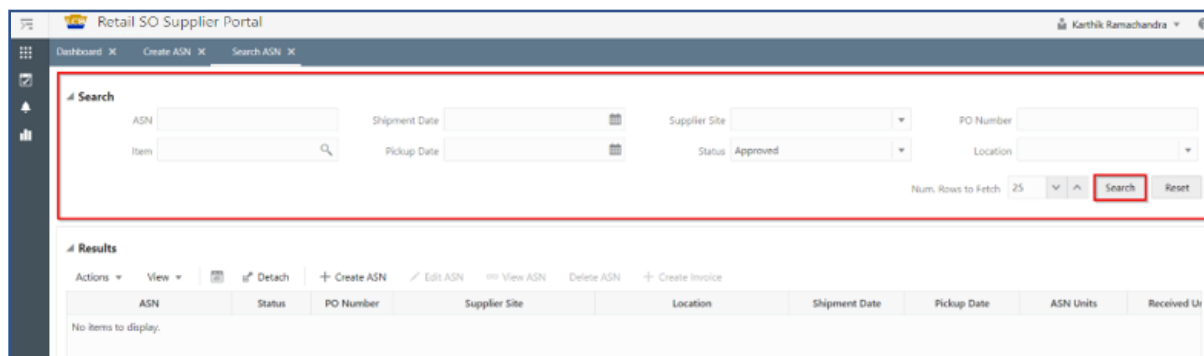
1. From the Dashboard, Click **Tasks**, then select **Shipment**.



2. Click **Search ASN**.



3. Enter the appropriate search criteria, then click **Search**.



Field Name	Description
ASN	Filters results table by ASN Number.
Item*	Used to filter the search by item ordered. Clicking on the magnifying glass icon presents a new screen enabling item search by nine-digit item number and Item Description. Note VPN and Reference Item search options are not applicable.
Pickup Date	Disregard, not used by PLCB.
Shipment Date	Filters results by shipment date established by supplier.
Supplier Site	Filters results by supplier site.
Status	Filters results by ASN status: Approved or Deleted.
PO Number	Filters results by PO number.
Location	This will always be e-commerce store 4650.

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4. Review the results.

Retail SO Supplier Portal Karthik Ramachandra

Dashboard X Manage Orders X Create ASN X Search ASN X

Search

ASN Shipment Date Supplier Site PO Number
 Item Pickup Date Status Location

Num. Rows to Fetch 25 Search Reset

Results

Actions View Detach Create ASN Edit ASN View ASN Delete ASN Create Invoice

ASN	Status	PO Number	Supplier Site	Location	Shipment Date	Pickup Date	A
2000000062	Received	72370	G TO G IMPORTING LLC	FULFILLMENT CENTER 4650	4/16/22		2
2000000097	Received	73406	G TO G IMPORTING LLC	FULFILLMENT CENTER 4650	4/25/22		1
2000000040	Received	70417	G TO G IMPORTING LLC	FULFILLMENT CENTER 4650	4/4/22		1
2000000021	Received	61044	G TO G IMPORTING LLC	FULFILLMENT CENTER 4650	3/23/22		1
2000000048	Received	71550	CAPITAL WINE & SPIRITS	FULFILLMENT CENTER 4650	4/9/22		2
2000000042	Received	65553	CAPITAL WINE & SPIRITS	FULFILLMENT CENTER 4650	4/4/22		2
2000000096	Received	81894	CAPITAL WINE & SPIRITS	FULFILLMENT CENTER 4650	4/25/22		2
2000000045	Received	49745	G TO G IMPORTING LLC	FULFILLMENT CENTER 4650	4/5/22		2
2000000091	Received	81476	CAPITAL WINE & SPIRITS	FULFILLMENT CENTER 4650	4/22/22		2
2000000023	Received	61149	G TO G IMPORTING LLC	FULFILLMENT CENTER 4650	3/31/22		3
2000000082	Received	80017	G TO G IMPORTING LLC	FULFILLMENT CENTER 4650	4/18/22		1
2000000000	Received	46696	G TO G IMPORTING LLC	FULFILLMENT CENTER 4650	3/18/22		2
2000000088	Received	80666	CAPITAL WINE & SPIRITS	FULFILLMENT CENTER 4650	4/21/22		4
2000000089	Received	81473	CAPITAL WINE & SPIRITS	FULFILLMENT CENTER 4650	4/22/22		2

5. Additional options are as follows.

The screenshot shows the 'Retail SO Supplier Portal' interface. At the top, there are tabs for 'Dashboard', 'Manage Orders', 'Create ASN', and 'Search ASN'. The 'Search ASN' tab is active. Below the tabs, there is a search section with fields for 'ASN', 'Item', 'Shipment Date', 'Pickup Date', 'Supplier Site', 'Status' (set to 'Approved'), 'PO Number', and 'Location'. There are also 'Num. Rows to Fetch' (set to 25), 'Search', and 'Reset' buttons. Below the search section, there is a 'Results' section. A red box highlights the action menu above the table, which includes 'Actions', 'View', 'Detach', 'Create ASN', 'Edit ASN', 'View ASN', 'Delete ASN', and 'Create Invoice'. The table below has columns for 'ASN', 'Status', 'PO Number', 'Supplier Site', 'Location', 'Shipment Date', 'Pickup Date', and 'A'.

ASN	Status	PO Number	Supplier Site	Location	Shipment Date	Pickup Date	A
2000000062	Received	72370	G TO G IMPORTING LLC	FULFILLMENT CENTER 4650	4/16/22		2
2000000097	Received	73406	G TO G IMPORTING LLC	FULFILLMENT CENTER 4650	4/25/22		1
2000000040	Received	70417	G TO G IMPORTING LLC	FULFILLMENT CENTER 4650	4/4/22		1
2000000021	Received	61044	G TO G IMPORTING LLC	FULFILLMENT CENTER 4650	3/23/22		1
2000000048	Received	71550	CAPITAL WINE & SPIRITS	FULFILLMENT CENTER 4650	4/9/22		2
2000000042	Received	65553	CAPITAL WINE & SPIRITS	FULFILLMENT CENTER 4650	4/4/22		2
2000000096	Received	81894	CAPITAL WINE & SPIRITS	FULFILLMENT CENTER 4650	4/25/22		2
2000000045	Received	49745	G TO G IMPORTING LLC	FULFILLMENT CENTER 4650	4/5/22		2
2000000091	Received	81476	CAPITAL WINE & SPIRITS	FULFILLMENT CENTER 4650	4/22/22		2
2000000023	Received	61149	G TO G IMPORTING LLC	FULFILLMENT CENTER 4650	3/31/22		3
2000000082	Received	80017	G TO G IMPORTING LLC	FULFILLMENT CENTER 4650	4/18/22		1
2000000000	Received	46696	G TO G IMPORTING LLC	FULFILLMENT CENTER 4650	3/18/22		2
2000000088	Received	80666	CAPITAL WINE & SPIRITS	FULFILLMENT CENTER 4650	4/21/22		4
2000000089	Received	81473	CAPITAL WINE & SPIRITS	FULFILLMENT CENTER 4650	4/22/22		2

Action Menu/Icons	Description
Action	Select other actions available.
View	Select other actions available.
Export to Spreadsheet	Export the table to a spreadsheet.
Detach	Displays results in a new window.
Create ASN	Opens the Create ASN window.
Edit ASN	Disregard. ASNs are auto-received immediately, and an ASN in received status cannot be edited.
View ASN	Shows details of a selected ASN.
Delete ASN	Disregard. ASNs are auto-received immediately, and an ASN in received status cannot be deleted.
Create Invoice	The option to create an invoice is available for fully shipped POs in approved or closed status.

Create an Invoice

Invoices should be created from the Manage Orders Tab: Create Invoice Button.

1. From the Manage Orders Tab, enter a [PO Number] in the **PO Number** field, then click **Create Invoice**.

Dashboard | Manage Orders | Create ASN | Search ASN | View ASN: 2000000062

Not Acknowledged 217 | New Versions 0 | Not Acknowledged after 7 days 198 | PO's with no ASN 233 | PO's with no ASN after 15 days 149

Search

Master PO Number: Item: PO Status: Approved
 PO Number: Order Due Date: PO Acknowledge Status: Yes
 Customer Order: Create Date: ASN Status: Brand:
 CO Fulfillment: Not Before Date: PO Invoiced Status: Location:
 Supplier Site: Not After Date: New Revisions Only: ☐

Num. Rows to Fetch: 25 Search Reset

Results

Actions View Detach Download PO Download Carton Label Acknowledge Create ASN **Create Invoice** ASN Template Invoice Template Edit PO

Item	Not After Date	PO Units	Cancelled Quantity	Units Shipped	Invoiced Units	Total Unit Cost Value	Supplier Currency	Acknowledge Status	Status	Revision	Supplier Site
MPO-46692	3/31/22	1	0	0	0	10.65	USD	✓	Approved	1	G TO G IMPORTING LLC
MPO-46693	3/31/22	1	0	0	0	10.65	USD	✓	Approved	1	G TO G IMPORTING LLC

The Create Document Tab will display.

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Once in the Create Document Tab, you may begin creating an invoice.

2. Complete required fields in the Header Section:

Header

Document Type: Merchandise Invoice

* Document: PLBC-INW-04282022-001

Document Date: 04/28/22

PO Number: 72370

Location: FULFILLMENT CENTER 4650

Total Amount: \$27.30

Comments: Additional information can be added!

Header Details

Item Parent	Item	Reference Item	Item Description	Supplier Reference	Invoice Units	Invoice Unit Cost	Tax Code	Tax Rate
000602134			Via Castello Montecucco Rosso Mont		2	\$10.65		

Note: When an invoice is created from the Manage Orders function, all of the data is defaulted, so the user only needs to enter the Document ID, all other data is read only.

Field Name	Description
Document Type	Displays Merchandise Invoice, the kind of document being created.
Document	Required: Enter a name for the invoice. Free text field. When the invoice is created, the application will auto prefix the Document ID entered with the PO Number and # sign. If searching for an invoice at a later time use the full ID (PO Number#Document ID).
Document Date	Displays the document creation date. Defaults to current date. Can be updated to a prior date if needed.
PO Number	Defaults to the PO number used to create the invoice.
Location	All SO POs are written against virtual ecommerce store 4650.
Total Amount	Defaults from the PO and includes the total invoice amount including non-merchandise costs.

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Review the information in the Header Details Section. All information is read only.

Header

Document Type: Merchandise Invoice

* Document: PLBC-INV-04282022-001

Document Date: 04/28/22

PO Number: 72370

Location: FULFILLMENT CENTER 4650

Total Amount: \$27.30

Comments: Additional information can be added!

Header Details

Header | Items | Non-Merchandise Costs | Tax Breakdown

Header Details

Payment Terms: Net 60

Due Date: 6/27/22

Currency Code: USD

Costs and Indicators

Document Totals

Total Cost Ex Tax	\$27.30
Total Tax	\$0.00
Total Amount	\$27.30
Total Quantity	2

Field Name	Description
Payment Terms	Displays payment terms.
Due Date	Calculated based on the invoice create date and payment terms.
Total Cost Ex Tax	Displays total cost including non-merchandise costs but excluding taxes.
Total Tax	Disregard, not used by PLCB.
Total Amount	This amount should be inclusive of both merchandise and non-merchandise amounts.
Total Quantity	Total number of units in the invoice. Since SOs ship complete this should equal the quantity on the PO.

3. Add items to the Invoice by using **Default from PO** button.

Header

Document Type: Merchandise Invoice

* Document: PLBC-INV-04282022-001

Document Date: 04/28/22

PO Number: 72370

Location: FULFILLMENT CENTER 4650

Total Amount: \$27.30

Comments: Additional information can be added!

Header Details

Header | Items | Non-Merchandise Costs | Tax Breakdown

Actions: View, +, -, Detach, **Default from PO**, Default from ASN

Item Parent	Item	Reference Item	Item Description	Supplier Reference	Invoice Units	Invoice Unit Cost	Tax Code	Tax Rate
	000602134		Via Castello Montecucco Rosso Monti		2	\$10.65		

4. Click **Create Document**.

Header

Document Type Merchandise Invoice

Document

Document Date 04/28/23

PO Number 75665

Location FULFILLMENT CENTER 4650

Total Amount \$67.36

Comments

0/2000

Header Details

Header Items Non-Merchandise Costs Tax Breakdown

Actions View + - Detach Default from PO Default from ASN

Item Parent	Item	Reference Item	Item Description	Supplier Reference	Invoice Units	Invoice Unit Cost	Tax Code	Tax Rate	Tax Basis	Tax Amount
000505038			Castello Banfi Brunello Di Montalcino		2	\$30.68			\$61.36	

Create Document

The invoice is created in the application.

5. Review the below details under the Items Tab.

Header

Document Type: Merchandise Invoice

Document:

Document Date:

PO Number:

Location: FULFILLMENT CENTER 4650

Total Amount: \$27.30

Comments:

Header Details

Header | **Items** | Non-Merchandise Costs | Tax Breakdown

Item Parent	Item	Reference Item	Item Description	Supplier Reference	Invoice Units	Invoice Unit Cost	Tax Code	Tax Rate
000602134	Via Castello Montecucco Rosso Monti				2	\$10.65		

Field Name	Description
Item Parent	Disregard, not used by the PLCB.
Item	Displays the nine-digit Item ID.
Reference Item	Disregard, not used by the PLCB.
Item Description	Displays the description of the item.
Supplier Reference	Disregard, not used by the PLCB.
Invoice Units	Number of units per item. Since SOs are shipped complete, this should equal the number of units on the PO.
Invoice Unit Cost	Refers to the supplier unit cost of the item that will be invoiced. Does not include SO Freight.
Tax Code	Disregard, not used by the PLCB.
Tax Rate	Disregard, not used by the PLCB.
Tax Basis	Disregard, not used by the PLCB.
Tax Amount	Disregard, not used by the PLCB.

- The Non-Merchandise Costs Tab displays SO Freight for all orders and delivery charges (only for direct delivered SOs) applicable to the order and invoice. Non-Merchandise costs are automatically added to the invoice.

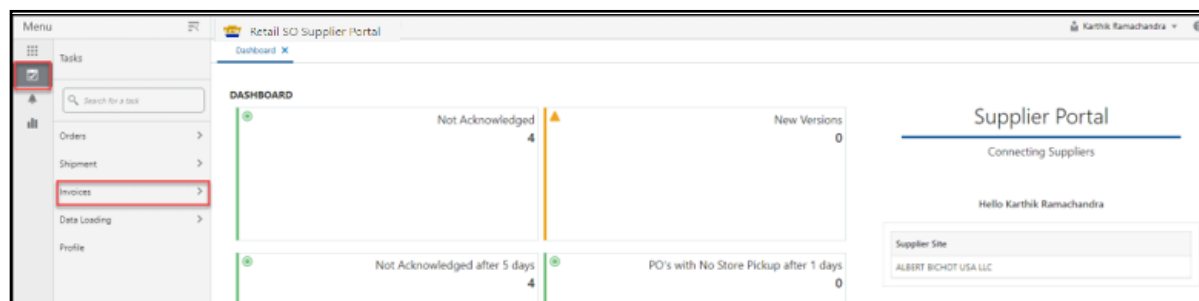
The screenshot shows the 'Retail SO Supplier Portal' interface. The top navigation bar includes links for Dashboard, Manage Orders, Create ASN, Search ASN, and Create Document. The user 'Karthik Ramachandra' is logged in. The main content area is divided into a 'Header' section and a 'Header Details' section. The 'Header' section displays document information: Document Type (Merchandise Invoice), Document (PLBC-INV-04282022-001), Document Date (04/28/22), and PO Number (72370). It also shows the Location (FULFILLMENT CENTER 4650), Total Amount (\$27.30), and a Comments field. The 'Header Details' section has tabs for Header, Items, Non-Merchandise Costs, and Tax Breakdown. The 'Non-Merchandise Costs' tab is active, showing a table with columns: Non Merch Code, Non Merch Description, and Non Merch Amount. A red box highlights the first row of the table, which contains the values 'F', 'Freight Code', and '6.00'.

Non Merch Code	Non Merch Description	Non Merch Amount
F	Freight Code	6.00

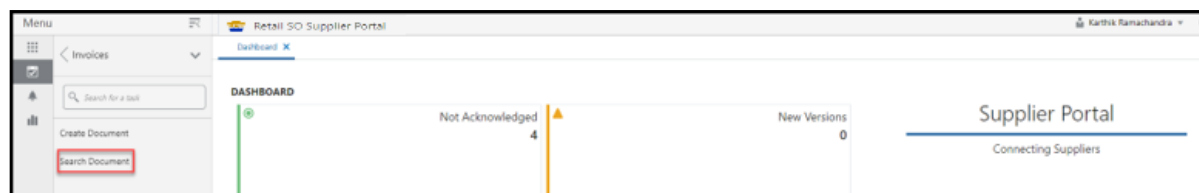
Field	Description
Non-Merch Code	Displays the non-merchandise expense code for SO Freight (F) and supplier-imposed direct delivery fee (D).
Non-Merch Description	Displays the non-merchandise expense description of the PO.
Non-Merch Amount	Displays the total non-merchandise amount for SO Freight and supplier-imposed direct delivery fee, as populated from the item record.

Searching for an Invoice

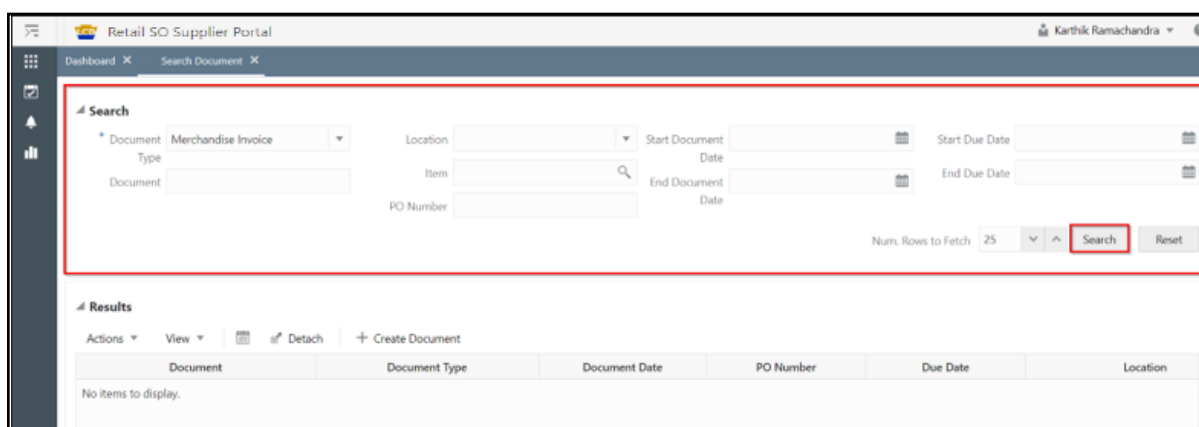
1. Click **Tasks**, then select **Invoices**.



2. Click **Search Document**.



3. Enter the search criteria, then click **Search**.



Field Name	Description
Document Type*	Select Merchandise Invoice.
Document	Filters results by Document ID, which is the PO number followed by #, then the supplier-entered invoice number.
Location	Location will always be virtual e-commerce store 4650.
Item	Filters results by nine-digit PLCB Item Number or Item Description
PO Number	Filters results by PO number.
Start Document Date	Filters results by document create date range.
End Document Date	Filters results by document create date range.
Start Due Date	Filters results based on payment due date.
End Due Date	Filters results based on payment due date.

4. View results.

The screenshot shows the 'Retail SO Supplier Portal' interface. The top navigation bar includes links for Dashboard, Manage Orders, Create ASN, Search ASN, and Search Document. The 'Search Document' tab is active. Below the navigation bar, there is a search form with the following fields: Document Type (set to 'Merchandise Invoice'), Item, Start Document Date, Start Due Date, Document, PO Number, End Document Date, and End Due Date. A 'Num. Rows to Fetch' dropdown is set to 25. Below the search form, a 'Results' section is highlighted with a red border. It contains a table with the following columns: Document, Document Type, Document Date, PO Number, Due Date, Location, and Status. The table lists 15 rows of data, all of which are 'Merchandise Invoice' documents from 'FULFILLMENT CENTER 4650'.

Document	Document Type	Document Date	PO Number	Due Date	Location	Status
GIR_71548_R2165-RETEST	Merchandise Invoice	4/9/22	71548	5/9/22	FULFILLMENT CENTER 4650	Posted
GIR_65553_R21319	Merchandise Invoice	4/4/22	65553	5/4/22	FULFILLMENT CENTER 4650	Posted
GIR-71550-R2166-RETEST	Merchandise Invoice	4/9/22	71550	5/9/22	FULFILLMENT CENTER 4650	Posted
GIR-INV-73534	Merchandise Invoice	4/28/22	73534	6/27/22	FULFILLMENT CENTER 4650	Ready
INV-61044	Merchandise Invoice	3/23/22	61044	5/22/22	FULFILLMENT CENTER 4650	Posted
GIR_SMOKE_INV	Merchandise Invoice	3/21/22	46696	5/20/22	FULFILLMENT CENTER 4650	Posted
CRR-61044	Merchandise Invoice	4/5/22	61044	6/4/22	FULFILLMENT CENTER 4650	Unresolved Match
GIR-R2-1319	Merchandise Invoice	4/4/22	61164	6/3/22	FULFILLMENT CENTER 4650	Posted
GIR_49745_R2180	Merchandise Invoice	4/5/22	49745	6/4/22	FULFILLMENT CENTER 4650	Posted
GIR-71551-R2180-RETEST	Merchandise Invoice	4/9/22	71551	6/8/22	FULFILLMENT CENTER 4650	Posted
INV-48022	Merchandise Invoice	4/19/22	48022	6/18/22	FULFILLMENT CENTER 4650	Ready
GIR-INV-80395	Merchandise Invoice	4/19/22	80395	6/18/22	FULFILLMENT CENTER 4650	Ready
PLBC-INV-04282022-001	Merchandise Invoice	4/28/22	72370	6/27/22	FULFILLMENT CENTER 4650	Pending

Field Name	Description
Document	Document ID, which is the PO number followed by #, then the supplier-entered invoice number.
Document Type	Always Merchandise Invoice
Document Date	Invoice creation date.
PO Number	PO associated with the invoice.
Due Date	Calculated based on the invoice create date and payment terms.
Location	All SO POs are written against virtual ecommerce store 4650.
Status	Displays invoice status: "Pending" – invoice document has not yet been sent to Invoice Match. "Ready for Match" – invoice document is ready for invoice matching. "Posted" – invoice document has been matched. "Unresolved Match" – issues exist in trying to match the invoice to a PO.

5. Use the buttons below to apply actions under the Results Section.

Search

Document Type: Item: Start Document Date: Start Due Date:
 Document: PO Number: End Document Date: End Due Date:
 Location:

Num. Rows to Fetch: 25 Search Reset

Results

Actions View Export to Spreadsheet Detach Create Document

Document	Document Type	Document Date	PO Number	Due Date	Location	
GIR-71548-R2165-RETEST	Merchandise Invoice	4/9/22	71548	5/9/22	FULFILLMENT CENTER 4650	Poste
GIR-65553-R21319	Merchandise Invoice	4/4/22	65553	5/4/22	FULFILLMENT CENTER 4650	Poste
GIR-71550-R2166-RETEST	Merchandise Invoice	4/9/22	71550	5/9/22	FULFILLMENT CENTER 4650	Poste
GIR-INV-73534	Merchandise Invoice	4/28/22	73534	6/27/22	FULFILLMENT CENTER 4650	Read
INV-61044	Merchandise Invoice	3/23/22	61044	5/22/22	FULFILLMENT CENTER 4650	Poste
GIR_SMOKE_INV	Merchandise Invoice	3/21/22	46696	5/20/22	FULFILLMENT CENTER 4650	Poste
CRR-61044	Merchandise Invoice	4/5/22	61044	6/4/22	FULFILLMENT CENTER 4650	Unre
GIR-R2-1319	Merchandise Invoice	4/4/22	61164	6/3/22	FULFILLMENT CENTER 4650	Poste
GIR-49745-R2180	Merchandise Invoice	4/5/22	49745	6/4/22	FULFILLMENT CENTER 4650	Poste
GIR-71551-R2180-RETEST	Merchandise Invoice	4/9/22	71551	6/8/22	FULFILLMENT CENTER 4650	Poste
INV-48022	Merchandise Invoice	4/19/22	48022	6/18/22	FULFILLMENT CENTER 4650	Read
GIR-INV-80395	Merchandise Invoice	4/19/22	80395	6/18/22	FULFILLMENT CENTER 4650	Read
PLBC-INV-04282022-001	Merchandise Invoice	4/28/22	72370	6/27/22	FULFILLMENT CENTER 4650	Pend

Action Menu/Icons	Description
Actions	The user can use this button to select other actions available.
View	The user can use this button to select other actions available.
Export to Spreadsheet	Export the table to a spreadsheet.
Detach	Displays results in a new window.
Create Document	Opens the Create Documents screen. The invoice data will be blank. Only one invoice can be created per PO.

Cancel Order

Only orders that have not yet been shipped may be canceled.

Note: POs cannot be canceled between 12:30 a.m. and 2:30 a.m. ET, due to system updates.

1. From the Manage Orders Tab, search or select the order to be canceled, then click **Cancel PO**.

Filter Order

Not Acknowledged 218 | New Versions 0 | Not Acknowledged after 7 days 199 | PO's with no ASN 234 | PO's with no ASN after 15 days 150

Search

Master PO Number: Supplier Site: Not After Date: PO Invoiced Status:

PO Number: Item: PO Status: Brand:

Customer Order: Order Due Date: PO Acknowledge Status: Location:

CO Fulfillment: Create Date: ASN Status: Pickup Store:

Not Before Date: New Revisions:

Hours Rows to Fetch: 25

Results

< >

	Location	Create Date	Not Before Date	Not After Date	PO Units	Cancelled Quantity	Units Shipped	Invoiced Units	Total Unit Cost Value	Supplier Currency	Acknowledge Status	Status
<input checked="" type="checkbox"/> MPO-48939	48939 FULFILLMENT CENTER	3/17/22	3/17/22	4/7/22	1	0	0	0	10.65	USD	*	Approved
<input type="checkbox"/> MPO-47906	47906 FULFILLMENT CENTER	3/23/22	3/23/22	4/7/22	1	0	0	0	10.65	USD	*	Approved
<input type="checkbox"/> MPO-47913	47913 FULFILLMENT CENTER	3/23/22	3/23/22	4/7/22	1	0	0	0	10.65	USD	*	Approved
<input type="checkbox"/> MPO-48023	48023 FULFILLMENT CENTER	3/23/22	3/23/22	4/7/22	1	0	0	0	10.65	USD	*	Approved
<input type="checkbox"/> MPO-48024	48024 FULFILLMENT CENTER	3/23/22	3/23/22	4/7/22	1	0	0	0	10.65	USD	*	Approved
<input type="checkbox"/> MPO-48025	48025 FULFILLMENT CENTER	3/23/22	3/23/22	4/7/22	1	0	0	0	10.65	USD	*	Approved
<input type="checkbox"/> MPO-48026	48026 FULFILLMENT CENTER	3/23/22	3/23/22	4/7/22	1	0	0	0	10.65	USD	*	Approved
<input type="checkbox"/> MPO-48027	48027 FULFILLMENT CENTER	3/24/22	3/24/22	4/8/22	1	0	0	0	10.65	USD	*	Approved
<input type="checkbox"/> MPO-48028	48028 FULFILLMENT CENTER	3/24/22	3/24/22	4/8/22	1	0	0	0	10.65	USD	*	Approved

A small pop-up window will appear.

2. Select an option from the dropdown menu next to Cancel Reason, then enter additional information in the Cancel Comment Box (optional) and click **OK**.

Cancel PO(s)

* Cancel Reason

Product Out Of Stock

Cancel Comment

Enter additional information.


OK

Cancel

Cancel Reasons
Vintage No Longer Available
No Longer Represents the Product
Product Out of Stock
Entire Order Couldn't Be Fulfilled
Customer Changed Mind
Other

A small pop-up warning window will appear.

3. Click **OK**.



Warning

×

Are you sure you want to cancel the selected PO's?

OK

Cancel

4. The PO status will be updated to "Canceled."

Retail SO Supplier Portal | User: Karthik Ramachandra

Dashboard Summary:

- Not Acknowledged: 216
- New Versions: 0
- Not Acknowledged after 7 days: 198
- PO's with no ASN: 231
- PO's with no .: (value obscured)

Search Filters:

- Master PO Number: []
- Item: []
- PO Status: Canceled
- Brand: []
- PO Number: []
- Order Due Date: []
- PO: No
- Location: []
- Customer Order: []
- Create Date: []
- Acknowledge Status: []
- Pickup Store: []
- CO Fulfillment: []
- Not Before Date: []
- ASN Status: []
- New Revisions Only: []
- Supplier Site: []
- Not After Date: []
- PO Invoiced Status: []

Num. Rows to Fetch: 25 | Search | Reset

Results Table:

Actions	View	Detach	Download PO	Download Carton Label	✓ Acknowledge	+ Create ASN	+ Create Invoice	ASN Template	Invoice Template		
	After Date	PO Units	Cancelled Quantity	Units Shipped	Invoiced Units	Total Unit Cost Value	Supplier Currency	Acknowledge Status	Status	Revision	Supplier Site
<input type="checkbox"/> MPO-46697	2	0	1	0	0	0.00	USD	✗	Canceled	0	G TO G IMPORTING LLC
<input type="checkbox"/> MPO-46698	2	0	1	0	0	0.00	USD	✗	Canceled	1	G TO G IMPORTING LLC
<input type="checkbox"/> MPO-48830	2	0	1	0	0	0.00	USD	✗	Canceled	0	C (Ctrl) ITS